

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: IS Assistant (Police)

Revision Date: 11/05
EEO Function: Police Protection
EEO Category: Paraprofessional
Status: Non-exempt
Control No: 30407

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Law Enforcement Data Processing Coordinator, reprograms computers and assists Police personnel with technology issues including problems with pagers, cell phones, computer software and hardware and printer errors.

III. Essential Duties:

- C Help employees solve problems with computer software and hardware, including printers.
- C Replace defective cell phones, and assure new phones are functioning properly.
- C Order, receive and activate new phones and pagers. Keep an inventory list of phones and pagers with their assigned numbers. Monitor monthly billing statements for phones and pagers.
- C Work with cell phone providers to resolve complaints about City cell phones and pagers.
- C Maintain the Canamax (Paging Machine).
- C Install specific programs on new and old computers including programs like Novell Client, GroupWise, Elite, Corel WordPerfect 8, Internet Explorer and Spillman.

IV. Marginal Duties

- Clean and maintain printer when needed.
- File bids, purchase orders, invoices and employee forms.
- Back up computers.
- C Performs other duties as assigned.

V. Qualifications:

Education: High School Diploma or equivalent education required.

Experience: One year job-related experience.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Programs including Novell Client, GroupWise, Elite, Corel WordPerfect 8, Internet Explorer and Spillman; installation procedures; components including processors, mother boards, accessories, cards peripherals.

Responsibility for: Responsibility for the care, condition, and use of expensive City computer equipment, pagers and cell phones.

Communication Skills: Contacts with other departments and with outside vendors furnishing and obtaining information; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; develop effective working relationships with vendors, co-workers and Administration.

Tool, Machine, and Equipment Operation: Regular use of all types of computers; frequent use of phones (Ericsson and Nokia) printers and pagers.

Analytical Ability: Operate a variety of computer equipment and software; exercise independent judgement

when deciding what programs to load for whom; explain technical material in layman terms

VI. Working Conditions:

Requires minimal supervision; great mental effort is required daily; moderate pressure is generated by contact with other departments and subjection to deadlines; minimal muscular exertion, climbing, balancing, stooping and kneeling; work is confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any

employment compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DIV APPROVED BY: _____ DATE: _____